UNITED
NATIONS

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Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: UNITED NATIONS EXHIBITS COMMITTEE GUIDELINES

1. The United Nations Exhibits Committee is an advisory body established by the Secretary-General to review exhibits proposed for display at Headquarters. Prior review by other similar bodies within the United Nations system does not affect its deliberations or authority. The basic policy governing the Committee's decisions is as follows.

2. United Nations facilities will be available to support substantive United Nations activities only. All exhibits (other than those intended for viewing solely by members of the Secretariat) must be authorized or requested by an organ or body in the United Nations system of organizations. A written request for an exhibit must be addressed to the Exhibits Committee by the head of such organ, which is responsible for content. The following criteria serve as the basis for consideration of all exhibits:

(a) All exhibits must be compatible with the character, purposes and principles of the United Nations, in both content and presentation;

(b) Themes of all exhibits must be international or universal in character, dealing with activities of the United Nations system;

(c) Proposals honouring a specific individual, religion, country or non-governmental organization will not normally be permitted;

(d) All exhibitors are responsible for delivering, insuring, installing, maintaining, dismantling, crating and shipping their exhibits and for making any special arrangements, e.g. security, with the appropriate Secretariat services, as well as for all costs related thereto.

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3. In the light of the above guidelines and with consideration for the availability of exhibit space, the following schedule must be adhered to:

(a) An initial written request, accompanied by the required letter of sponsorship, must be received by the Secretary of the Committee no later than six months in advance of the proposed exhibit date;

(b) Full details of the exhibit, including a copy of any text together with all illustrations, preferably in the form of a scale model, or folio with scale photographs and/or artists', architects' or designers' renderings, must be submitted at least three months prior to the requested installation date;

(c) Corrections and/or changes requested by the Committee must then be received for final review at least one month prior to the installation date;

(d) Last-minute changes by an exhibitor will be reviewed only in exceptional circumstances and at the Committee's discretion.

4. All exhibits are subject to the same criteria. The Committee may, at its discretion, reject an application in its entirety or require the elimination or alteration of any part thereof.